



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY AFSC:</b> TITLE: Human Resources Specialist PD: D1523000A AFSC: 3S0X1 PSN #: 00775274	<b>RANK/GRADE:</b>	<input type="checkbox"/>	NATIONWIDE	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2015-15</b>
	<b>NTE SMSgt/E-8</b>	<input type="checkbox"/>	NCANG MEMBERS ONLY	
	<input checked="" type="checkbox"/>	ON BOARD AGR ONLY		

**UNIT, LOCATION, POC:**

**OPENS: 1 June 2015 CLOSES: 30 June 2015**

**JFHQ-NC- Air**

**POC: Maj Selicia Mitchell [selicia.m.mitchell.mil@mail.mil](mailto:selicia.m.mitchell.mil@mail.mil)**

**919-664-6109 DSN: 582-9109**

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Serves as the military personnel technician to provide technical and administrative support of Retention, Appointments, Accessions and Promotions. Assists Director of Staff and Commander in management of all military personnel programs. Coordinates with the Wing, State Headquarters Staff, National Guard, Bureau and other military personnel Offices. Manages day-to-day operations of the military personnel function. Prepares formal requests for filling vacancies and selects (or participates in the selection of) personnel from lists of eligibles. Prepares formal requests and recommendations for promotions, reassignments, and disciplinary actions. Keeps supervisors informed of all aspects of personnel programs, to include merit promotion, position classification, etc. Provides technical assistance to rating, additional rating, and endorsing officials for completion of reports. Administers the officer promotions and airman promotion/demotion programs. Maintains a suspense of all Reserve Officer Personnel Management Act (ROPMA) promotions and promotions to first lieutenant. Coordinates with unit commanders for recommendations on unit vacancy promotions. Prepares and processes officer promotion for Reserve Officer Personnel Management Act (ROPMA) recommendations. Creates and coordinates promotion boards for unit vacancy. Forward conclusions to State Headquarters for coordination with the National Guard Bureau. Reviews enlisted promotion requests for accuracy. Provides technical assistance for promotions. Coordinates promotion packages to State Headquarters for Promotion Boards for Master Sergeant and above. Assigns order number and publishes promotion orders for Technical Sergeant and above. Manages the Unit Manning Document (UMD) to assist Commander in Force Management. Coordinate packages for enlistments for new personnel and appointments for officers. Monitors the participation and duty status of assigned guard members. Reviews all requests for discharges and transfers to Individual Ready Reserve (IRR) of all members who fail to participate satisfactorily. Reviews and monitors all administrative discharges and resignations. Coordinator for State Headquarters with approving authority for all discharges and resignations. Schedules personnel for separation and retirement processing. Monitors extensions and cancellations of extensions of enlistment and reenlistment processing. Processes and reviews waivers for reenlistment or separation. Formulates, develops, and directs the implementation of policies and procedures affecting Personnel functions. Recognizes need for, initiates action, and directs or personally formulates new administrative policies and procedures, recommending changes designed to improve personnel efforts or services, such as the Officer Accession Program. Analyzes NGB and Air Force regulations and directives pertaining to Quality Force management to determine the effect on the Wing. Ensures the input and accuracy of all data located in the Personnel System, that is identified as a responsibility of the Quality Force section. Designs computer products to audit the accuracy of data that is responsibility of the work centers. Exercises responsibility for the timely operation of the Selective Retention Program. Schedules production of the notification roster. Maintains the unit data and completes suspense actions. Monitors individuals not selected to ensure that follow-up action is taken for separation. In the absence of a unit Security Officer, incumbent directs, coordinates, and oversees the Personnel Security Program in accordance with AOC Security directives. Exercises responsibility for the unit input from initiation to completion of all types of security clearances for unit personnel. Monitors and tracks status of security clearances, utilizing automated system ensuring the unit's mission is not impacted due to lack of clearances for AOC personnel. Coordinates with Defense Security Systems (DSS) for completion of security clearances. Serves as unit Awards and Decorations Monitor. Convenes Board that approves/disapproves awards for presentation. Prepares awards that are approved at unit level. Collects results of board, prepares packages and submits awards requiring approval from State Headquarters. Prepares, controls, and processes Special Orders for Enlistment, Promotion, Demotion and Awards Orders. As the Unit Fitness Manager provides assistance AF policy regarding the Air Force Fitness Program. Performs other duties as assigned.

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: Incumbent must be completely knowledgeable of: Organization, programs, missions, and functions of an ANG State Headquarters. Major issues, program goals, objectives, work processes, personnel, training and administrative operation of an ANG State Headquarters. Federal and state personnel policies, procedures, and actions such as selective retention, promotion, demotion, enlistment, separation, accession, retirement, and technical training school enrollment. USAF and NGB directive regarding special programs such as Awards and Decorations and Air Force Fitness Management. Automated personnel systems such as MilPDS and AROWS. Military and Civil Service personnel systems, including unit accession, promotion, and retention procedures as they relate to personnel morale and advancement opportunities and boundaries and standards of legal and ethical conduct.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

\*\*E-8 is contingent upon Control Grade being available.

Application Packages must include the following:

(1) NGB Form 34-1 (dated 11 Nov 2013)

(2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.

(3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package

(4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

(5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)

(6) Must have adjudicated Security Clearance before starting tour.

(7) Scan all documents and submit as one attachment.

**PLEASE READ DISCLAIMER:** Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: [145fss.fulltimejobapplications@ang.af.mil](mailto:145fss.fulltimejobapplications@ang.af.mil) Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.